

July 28, 2010

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 10-08
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL OFFICE STAFF
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

FROM: EDNA PRIMROSE
National Director
Office of Job Corps

SUBJECT: **Alert:** Reporting Risk—Department of Labor’s Office of Workers’
Compensation Programs Timeliness Goal

1. Purpose. To inform all Job Corps center directors and Safety and Health Information Management System (SHIMS) recordkeepers that Job Corps is at risk of failing the Department of Labor’s goal to file timely Office of Workers’ Compensation Programs (OWCP) injury claims, and to reiterate the importance of meeting all reporting requirements.

2. Background. In accordance with the Job Corps Policy and Requirements Handbook (PRH) Chapter 5, Section 5.18, Student and Staff Injury Reports and Record Keeping, centers are required to document injuries in SHIMS within seven (7) calendar days of supervisor notification of the injury. Further, in accordance with Program Instruction No. 07-19, dated December 17, 2007, entitled, “Approval Required for Forwarding Student Injury/Illness Claims (CA-1/CA-2) to OWCP,” and Program Instruction No. 09-27, dated December 3, 2009, entitled, “Student Injury/Illness Claims, CA-1/CA-2, Notice of Traumatic Injury/Occupational Disease and Claim for Compensation,” centers must contact the National Office prior to forwarding a CA-1 or CA-2 to OWCP.

Center recordkeepers are continuing to file late OWCP claims and continuing to forward claims without National Office approval. This practice must cease immediately. Late claims adversely affect Job Corps’ timeliness rate of 100 percent timely claims. Further, the Job Corps program’s results directly impact results for the Department of Labor.

3. Action. **Centers must ensure full compliance with OWCP reporting requirements.** Center recordkeepers must document all student and staff injuries in SHIMS within seven (7) calendar days of supervisor notice of the injury. Prior to forwarding a CA-1 or CA-2 to OWCP, recordkeepers must contact the National Office, in accordance with Program Instruction Nos. 07-19 and 09-27.

Addressees are to ensure this Information Notice is distributed to all appropriate staff.

4. Expiration Date. Until superseded.

5. Inquiries. Inquiries should be directed to Marsha Fitzhugh at (202) 693-3099 or fitzhugh.marsha@dol.gov, or Heather Edmonds at (202) 693-3774 or edmonds.heather@dol.gov.